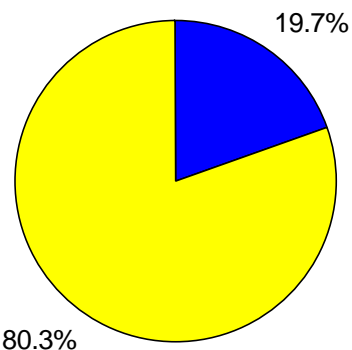


Board of Supervisors

01-01-Clerk to the Board

Fund/Agency: 001/01	Board of Supervisors	<div>CAPS Percentage of Agency Total</div>  <div>■ Clerk to the Board ■ All Other Agency CAPS</div>
Personnel Services	\$365,463	
Operating Expenses	\$437,187	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$802,650	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$802,650	
Positions/SYE involved in the delivery of this CAPS	8/8	

► CAPS Summary

The Clerk to the Board documents and preserves the legislative record of the Board and makes those records available for public review. In addition, staff advertise Board public hearings and bond referenda, manage the system for appointments to Boards, Authorities, and Commissions (BACs), and track Financial Disclosures. Responsibilities also include: administrative support through agency budget preparation; preparation of requisitions, personnel and payroll actions; maintenance and guardianship of the County Code; notification of Board actions regarding land use issues; and research assistance.

In recent years, the Clerk to the Board has posted Board Summaries on the Web site immediately after hard copy completion, enhanced research capabilities by installing an electronic imaging microfilm machine, and implemented a new appointment tracking system for BACs.

New initiatives include the improvement of response times for all correspondence.

Board of Supervisors

► Method of Service Provision

The Clerk to the Board and other County staff provide support services to the Board of Supervisors. The Clerk's Office maintains hours of operations from 8 a.m.-4:30 p.m. and supports the Board after hours as necessary to staff evening meetings. The Clerk's Office is located in the Government Center.

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Number of days between Board meeting and completion of Board Summaries	3.10	3.10	3.04	3.04	3.00
Percent of accurate Clerk Summary Pages	98.6	97.8	97.2	98.0	98.0
Percent of appointment notification letters produced within 10 days of appointment ¹	100.0	71.0	94.4	95.0	98.0
Percent of land use decision notification letters initiated within 10 days ¹	100.0	70.0	74.9	80.0	80.0
Percentage of individuals satisfied with research conducted	100.0	100.0	100.0	100.0	100.0

¹ This data was collected differently in FY 1998. Figures represent the percentage completed within an average of 10 working days.

The Clerk's Office continues to pursue technology initiatives that will enhance services to the public, Members of the Board, and general staff. Implementation of a new BAC appointment tracking system should enhance the ability of the Office to provide notifications and documentation more quickly to citizens and staff. While there are many areas being explored for continual improvement, it should be acknowledged that the Clerk's Office continues to produce its main document, the Clerk's Board Summary, within three days and with a level of accuracy of over 97 percent.

► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- Section 15.2-1538 indicates that the Clerk to the Board of Supervisors shall record the official actions of the governing body.